

Suffolk County *One-Stop Employment Center*

at the Suffolk County Department of Labor

Business Services

ON THE JOB TRAINING PROGRAM

On the Job Training (OJT) is intended to give job skills to unemployed and/or underemployed residents of Suffolk County, while at the same time helping the employer defray some of the costs of hiring and training new employees.

The SCDOL will pay up to 50% of the trainee's starting hourly wage during an agreed upon training period, and the participating employer will pay the remainder. The length of training will be determined by the level of difficulty of the job title and on a case by case basis. The objective of the program is to provide skills training and work experience in the private sector, and also secure permanent employment with the participating organization.

SUITABILITY & PROCEDURES FOR APPROVAL

Company/job must be located in Suffolk County

Must be a legitimate company, i.e. Federal Tax ID/employer identification number.

Training must lead to permanent full-time position

Employer may be private sector, or not for profit

No temporary employment/staffing agencies

No part time or seasonal positions

No relatives of the principals of the company

No commission-only jobs

Company should not have laid off workers from similar jobs, or should not have relocated from a location where they laid off employees

Company must be capable of training the candidate; that is, have sufficient equipment, materials, and supervision necessary and appropriate to conduct a quality OJT program

Company must offer health benefits, at least partially paid by employer

Company must carry insurance-amounts and types specified by the County

Training should not result in the loss of employment for any employee in the company with same or similar skills

No OJT contracts will be issued if abnormal labor conditions such as a strike or lockout exists at the establishment

A signed contract must be executed prior to hiring prospective employee

Steven Bellone
Suffolk County Executive
Sammy Chu
Commissioner of Labor
James DiLiberto
Workforce Investment Board Chair



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**Auxiliary aids and services available
upon request to individuals with
disabilities.**

**An Equal Opportunity
Employer Program**